

What's New at Amicus?

Support For V+ Soon To Be Discontinued

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[Read more](#)

FAQ - Answers To Some Common Technical Questions

How do I set up my workgroup in Amicus Attorney?

Among all the people in your firm, there is likely a particular set of people with whom you work most often. You can define this set of Firm/Team Members as your Workgroup. Then, whenever you are selecting Firm/Team Members to...

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Events and More

Find Out Where Our Product Will Be Showcased In The Next Few Months

Indiana Solo and Small Firm Conference

June 4-6, 2009
Fort Wayne, IN

Connecticut State Bar Annual Meeting

June 8, 2009
Hartford, CT

Amicus Attorney 2009 Premium Edition Certified User Program

June 8, 2009
Toronto, ON

Amicus Attorney 2009 Premium Edition Certified Administrator Program

June 9, 2009
Toronto, ON

Louisiana State Bar Annual Meeting

June 10-12, 2009
Destin, FL

Maryland State Bar Annual Meeting

June 10-13, 2009
Ocean City, MD

[See Complete Event Listings](#)

Amicus Showcase

PREMIUM EDITION

Amicus Toolbar

The Amicus Toolbar, at the bottom of windows and dialogs, contains buttons (and sometimes menus) appropriate to that window or dialog. Some common buttons are listed in the following table...

[Read more](#)

SMALL FIRM EDITION

Navigation Pane

The Amicus Attorney navigation pane, shown at the left in the Office and module windows, provides buttons for quickly opening any of the Amicus modules. Optionally, you can hide this left hand...

[Read more](#)

AMICUS ACCOUNTING

Flat Fee Files

You have a client who asks you to provide them with a firm quote to provide select legal services. You quote the client \$1,500.00, provide the services, bill the client and the client pays the bill in full. Great - do you know if you made money on the case? Or better yet did you make more or...

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What's New at Amicus?

Support For Amicus V+ Soon To Be Discontinued

Amicus Attorney V+ was launched in 2004 and is rapidly approaching its fifth birthday. As you know, five years is a very long time in the world of software. Products built that long ago are not compatible with the latest operating systems and new platforms. This makes them increasingly difficult to support. In order to continue effectively providing support to our ever expanding customer base, we will be discontinuing technical support for Amicus Attorney version V+ as of July 1, 2009.

Effective immediately, annual support plans for Amicus Attorney version V+ are no longer available for purchase. After July 1, 2009 you will not be able to obtain technical support for any issues regarding version V+.

Over the years we have created a range of product options to meet the ever-changing needs of our customers. Each new version of Amicus has built on its predecessors by adding powerful and time saving features while continuing to maintain the intuitive and easy-to-use interface for which we are famous. Ensure that your firm is getting the most out of Amicus. Keep your software current - [upgrade to Amicus 2009](#).

For more information or to upgrade your Amicus, please contact your Regional Sales Manager at 800-472-2289.

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FAQ - Answers To Some Common Technical Questions

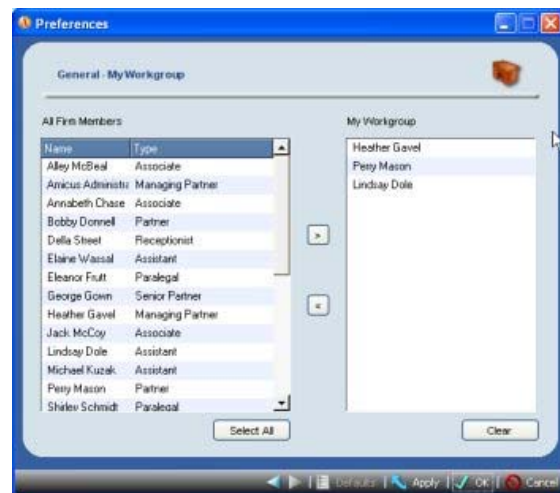
"How do I set up my workgroup in Amicus Attorney?"

Among all the people in your firm, there is likely a particular set of people with whom you work most often. You can define this set of Firm/Team Members as your Workgroup. Then, whenever you are selecting Firm/Team Members to assign to a File or Event - you can limit the display to the ones in your Workgroup, making it much easier to find the names you want.

To set up your Workgroup:

Amicus Attorney Premium Edition

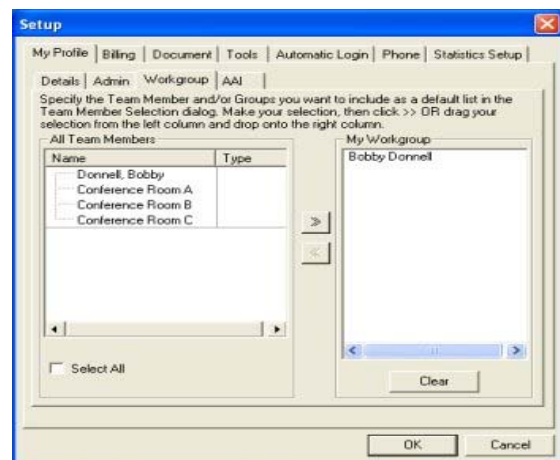
1. Open Amicus Attorney and go to your Office.
2. Go to Preferences.
3. Select My Workgroup from the General section.
4. Double click desired firm members, firm groups or shared resources in the list on the left, or select one or more items and click the > button.
 - o To add all items from the All Firm Members list, click the Select All button.
5. To remove an item from the My Workgroup list, double-click it in that list. Or, select one or more items in that list and click the < button.
 - o To remove all items from the My Workgroup list, click Clear.



Office > Preferences > General - My Workgroup

Amicus Attorney Small Firm Edition

1. Open Amicus Attorney and go to your Office.
2. Go to the File menu and choose Setup.
3. Go to the My Profile tab and select the Workgroup subtab.
4. Double click desired firm members, firm groups or shared resources in the list on the left, or select one or more items and then click the >> button.
 - o To add all items from the All Team Members list, select the Select All checkbox and click >>.
5. To remove an item from the My Workgroup list, select one or more items in that list and click the << button.
 - o To remove all items from the My Workgroup list, click Clear.



Office > File > Setup > My Profile > Workgroup

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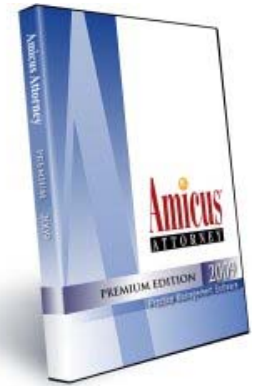
Amicus Showcase

PREMIUM EDITION

Amicus Toolbar

The Amicus Toolbar, at the bottom of windows and dialogs, contains buttons (and sometimes menus) appropriate to that window or dialog. Some common buttons are listed in the following table:

Button	Meaning
Open (File) 	Open the details for the item (File, Person, Event, etc.) currently selected in the list.
New (File) 	Create a new item (File, Person, Event, etc.) appropriate to the current window.
Print 	Print the current window, view, or selected item(s), as appropriate.
Generate Document 	Generate a document based on the selected item(s) or current details, as appropriate.
Search Documents 	Search for Documents associated with Files or Contacts, based on the Amicus Document details and/or full text content.
Open Next 	Open the details of the next item, determined by the sequence of items in the list as currently filtered and sorted.
Open Previous 	Open the details of the previous item, determined by the sequence of items in the list as currently filtered and sorted.
Restrict 	Change the restrictions on who can view or edit the item. (grey circle = unrestricted item) (red circle = restricted item)



There are Standard and Advanced versions of some Amicus Toolbars. For example, the Standard toolbar in the File Details window provides New, Print, QuickFind, and Save & Close buttons; the Advanced toolbar provides these buttons plus five additional buttons: Generate Document, Time Entry, Event, Call Client, and Search.

To change the toolbar version shown in a particular module, choose Toolbars > Advanced or Toolbars > Standard on the View menu in that module.

For more information on Amicus Attorney 2009 Premium Edition visit www.amicusattorney.com.

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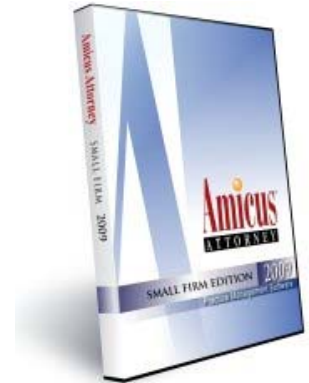
SMALL FIRM EDITION

Navigation Pane

The Amicus Attorney navigation pane, shown at the left in the Office and module windows, provides buttons for quickly opening any of the Amicus modules. If you drag the ... divider above the Office button downward, one or more of the wide, module buttons will change to icons shown across the bottom. Optionally, you can hide this pane and take full advantage of screen real estate. To do so:

1. Open the File menu and choose Preferences.
2. Go to Office > Display.
3. Select the Hide Navigation Panel checkbox and click OK.
4. Click OK to the notification alerting you that you need to exit and restart Amicus for this change to take effect.
5. Exit and restart Amicus Attorney.

For more information on Amicus Attorney 2009 Small Firm Edition visit www.amicusattorney.com.



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Amicus Showcase

AMICUS ACCOUNTING

Are You Making Money On Your Flat Fee Files?

You have a client who asks you to provide them with a firm quote to provide select legal services. You quote the client \$1,500.00, provide the services, bill the client and the client pays the bill in full. Great - do you know if you made money on the case? Or better yet, did you make more or less money than if you had billed the client on an hourly basis?

The economic downturn has forced many firms to analyze their productivity numbers like never before and more clients are demanding predictable flat fee charges for services that were previously billed on an hourly basis.

If you bill out flat fees on a regular basis you have a good idea of how to price services that ensure your firm makes a profit.

Amicus Accounting can provide insight into the profitability of a case by measuring the difference between the dollar value for work performed versus what was billed out. We call this variance. The key to gaining this insight is to track all the time you put into a case.

Example:

1. Input the quoted amount of \$1,500 on the client file (Go to: Client > Client Matter Details > Matter - Quote). This quoted amount can be made to appear on draft bills if you wish.

2. Track all the time you would have billed the client if you were billing on an hourly basis.
3. Add the quoted amount the bill template so it appears on a draft bill (we can send you a bill template that does this- free of charge). Alternately, when you print the draft bill compare it manually to the quoted amount.
4. Create the draft bill either by using the bill template that shows the quoted amount on the draft bill or by looking at the quoted amount on the client matter details. From the draft bill, you can see that the client has been quoted \$1,500 yet the dollar value of the time expended is \$1,225. Therefore, this case has been more profitable than if you had billed it on an hourly basis.

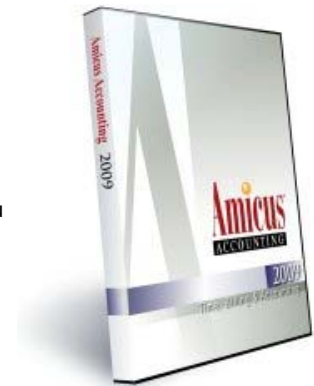
Wilma Flintstone
255 Eastgate Way
Suite 200
New York NY 10001

Date: Friday, May 22, 2009
File Number: /1033
Invoice Number: Draft Bill

Re: Flintstone vs Flintston Divorce Mediation

Attention: Wilma

Date	INIT.	Description of Service	Amount
May 22/09	JB	Outline, prepare partial Memorandum of Understanding	425.00
May 22/09	JB	Drafting documents with revisions	800.00
		Our Fee	\$1,225.00
		Quoted Amount	1500.00



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- Remove the bill from draft and re-bill the client. When the initial draft bill totals appear, change the fee to the quoted amount of \$1,500.

The final bill will appear with the quoted amount and a description of the work performed.

Date	INIT.	Description of Service	Amount
May 22/09	JB	Outline, prepare partial Memorandum of Understanding	
May 22/09	JB	Drafting documents with revisions	
		Our Fee	\$1,500.00
TOTAL NEW CHARGES			\$1,500.00

At this point you know that your flat fee charge was more profitable than if you had billed on an hourly basis.

What if the quoted amount is a lesser dollar value than the hourly equivalent?

When the hourly billable value is greater than the quoted amount, you are either quoting too low a price for the service or you are not performing the work as efficiently as possible.

These types of indicators, when taken in aggregate, can help shape long term strategic decisions for your firm such as:

- Should I continue to flat fee bill?
- Should I increase my flat fee rates?
- Should I get out this practice area altogether?

The variance (difference between dollar value of work performed versus what was actually billed) is displayed on the Client Inquiry screen. Here we can see we have made \$275 more than what we would have if we billed at an hourly rate.

Year-to-Date	Fees	Exp.
Billed Amounts	1,500.00	0.00
Payments Received	0.00	0.00
A/R Write-offs	0.00	0.00
Variance	275.00	0.00

NOTES:

- Variance is also affected by Split Bills and Accounts Receivable Opening Balances
- This function only works when billing matters on an individual basis

[Amicus Accounting 2009 Overview](#)

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AMICUS MOBILE

Download Full Text of a Field

When you set up your Amicus Mobile preferences, one of the settings controls the maximum amount of text automatically received. When this maximum is reached, the text of a field will appear as grayed out and truncated. To get the full content:

1. Tap or click Menu > Download Text.
2. You may edit a field only if its full contents are loaded.

NOTE: This affects your Notes, received Stickies, Phone Calls and Phone Messages.

For more information on Amicus Mobile 2009 visit www.amicusattorney.com.



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